



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 28, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 31, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, September 14, 2015**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE V

Winter Operations Engineer
Bureau of Operations
Highways
Springfield

Attachments
40466

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Monday, September 14, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer V	Salary Range:	\$6,315 - \$10,210
Position Title:	Winter Operations Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-50-601-00-01	IPR#:	40466

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Operations/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the development of policies and procedures required to guide the winter snow and ice removal operations activities for the state highway system; and is responsible for administering the snow and ice removal program for the Department. Further, this position is the principal person responsible for snow and ice research, development of snow and ice removal policy, development and research of snow and ice removal equipment modifications, management of the salt and de-icing material program and all winter operations training for all operators and supervisors. This position is also responsible for working with the district offices to establish the Department's resource needs for successfully conducting snow and ice removal operations and working with the other offices to secure the needed resources. These resources include, but are not limited to, material, facilities, equipment and manpower.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Engineer license
- Valid driver's license

The following criteria is desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should be responsible supervisory control in the planning or in the direction of highway engineering projects
- Comprehensive knowledge of the principles of civil engineering with specialized knowledge of public works engineering
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	12-08-2014	POSITION:	Winter Operations Engineer
APPROVED BY:	Amy Eller	OFFICE/DIVISION:	Division of Highways/Bureau of Operations
CODE:	PW115-23-50-601-00-01	REPORTS TO:	Maintenance Operations Engineer

Position Purpose

This position is accountable for the development of policies and procedures required to guide the winter snow and ice removal operations activities for the state highway system; and is responsible for administering the snow and ice removal program for the Department. Further, this position is the principal person responsible for snow and ice research, development of snow and ice removal policy, development and research of snow and ice removal equipment modifications, management of the salt and de-icing material program and all winter operations training for all operators and supervisors. This position is also responsible for working with the district offices to establish the Department's resource needs for successfully conducting snow and ice removal operations and working with the other offices to secure the needed resources. These resources include, but are not limited to, material, facilities, equipment and manpower.

Dimensions

Number of Snow Routes:	1245
Lane Miles Plowed:	43,676
Snow Removal Staff (permanent and temporary)	3742
Number of Snow Removal Equipment:	1768 trucks (single axle dumps, tandems, graders, 4x4's and rotary snow plows)
Maintenance Yards:	155

Nature and Scope

This position reports to the Maintenance Operations Engineer as do the Roadside Maintenance Manager, the Weight Enforcement Engineer, the Training Program Administrator, the Permit Unit Chief, and an Office Coordinator. There are no subordinates reporting to this position.

This position is responsible for evaluating and developing policies for the operation and maintenance of the Department's snow and ice control. This involves presenting recommendations for improvement of the existing system, design of new systems and locating resources to implement these improvements, including evaluating and selecting proposals from researchers and vendors, negotiating terms of contracts, and providing oversight to any special projects. S/He shall maintain coordination with other state transportation agencies, city, county and Federal Highway Administration officials, both regionally and nationally, to evaluate current policies/procedures, techniques, equipment related to snow and ice operations and implement changes where needed to improve efficiency, safety and effective use of resources. Evaluate and recommend sharing and training opportunities with other agencies to provide more efficiency in statewide winter snow and ice removal.

The greatest challenge is to have all equipment and personnel ready in the event of a weather emergency.

This position is the chief individual responsible for directing the investigation and evaluation of new and existing materials, equipment and procedures related to snow and ice operations. The incumbent oversees testing protocols, data collection criteria, evaluation of results and written reports. This position manages all of the de-icing chemical contracts and snow and ice equipment contracts. This position reviews and revises snow and ice maintenance instructional memorandums, policies and procedures and standards to ensure

that standards can be attained within the staffing and budget limitations of the Department. This position oversees the material management program for snow and ice operations to include developing deicing chemical specifications, testing criteria for new materials, procurement for statewide operations along with guidelines for use at field locations. The incumbent will perform continual evaluation and prepare reports of the Department's snow and ice removal operations including costs, equipment, manpower, materials used and effectiveness. Additionally, the incumbent has chief responsibility to inform the public of program activities through presentations on topics such as snow and ice removal, winter operations, anti-icing, intelligent transportation systems (ITS) as they relate to snow and ice removal operations to groups such as law enforcement, schools, civic groups, local government agencies, professional snow and ice organizations, and other departments of transportation. During statewide winter emergencies this position will assist in directing the movement of resources between districts, including moving staff and equipment to areas needing assistance. The incumbent works with the training unit on snow and ice removal training through written materials and presentation. This would include training on weather systems and forecasts, de-icing material use, decision making for supervisory personnel, plowing techniques and others. This position gathers input from field personnel to determine training needs and develop appropriate training for operators and supervisors through a variety of media methods. This position oversees the development of statewide plans for the reduction of blowing and drifting snow and develops strategies to encourage landowners to allow snow fences to be erected on their property and work with other agencies collaboratively to develop new programs to encourage more snow fence or native snow catch areas along Illinois roadways. This position oversees the Department's Roadway Weather Information System (RWIS) consisting of weather sites that collect detailed roadway weather information used by operations supervisors during year around operations. This position handles the Department's enhanced weather forecasting contracts. These weather contracts provide satellite or internet delivered weather information to Illinois rest areas and to maintenance facilities around the state. The incumbent works with vendors on service contracts needed for winter operations for all systems and provides periodic review for new contracting services.

The incumbent has a great deal of freedom and latitude in accomplishing his/her responsibilities. S/He is encouraged to seek and evaluate innovative techniques and new materials to improve highway maintenance. Only matters of a highly sensitive or critical nature are referred to the Engineer of Operations for resolution. The incumbent is constrained only by departmental policies and the statutes.

The incumbent has internal contacts with all districts; all highway central bureaus; all other office and divisions within the Department in fulfilling the responsibilities of this position. The numerous external contacts include: FHWA, Illinois State Police, Illinois EPA, Strategic Highway Research Program, TRB, and ASSHTO. This position will also act as a duty officer for the Central Bureau of Operations on a periodic basis. This position will be a member of various state and national groups involving winter operations such as the Aurora and Clear Roads groups. The incumbent will be chairman of the Department's statewide snow and ice committee.

The effectiveness of this position is to have adequately equipped and trained personnel on the highway in the event of a weather emergency ensuring the traveling public is safe.

Principal Accountabilities

1. Evaluate and develop policies for the Department's snow and ice control operations.
2. Investigate and evaluate new and existing materials, equipment and procedures related to snow and ice operations.
3. Oversee the material management program for snow and ice operations, including developing de-icing chemical specifications, testing criteria for new materials, procurement for statewide operations along with guidelines for use at field locations.

4. Develop and manage all of the de-icing chemical contracts, weather forecasting contracts, and RWIS contracts.
5. Establish the Department's resource needs for successfully conducting snow and ice removal operations and working with the other offices to secure the needed resources.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.